



General Duties and Responsibilities Statement for Graduate Employees in Hiring Unit: Creative Writing

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About This Document

Article 9 of the UO-GTFF Collective Bargaining Agreement (CBA) requires that each department or employing unit prepare a General Duties and Responsibilities Statement (GDRS) describing the conditions under which GE assignments are made. The relationship between graduate employees (GEs) and the University is governed by the CBA. This GDRS details the policies and procedures of this hiring unit (hereafter referred to as “the unit”).

The individual who shall oversee the implementation of this GDRS is Jason Brown, Program Director.

Availability of Graduate Employee Positions

GE assignments in this unit may include:

- Instructor of Record
- Discussion Section Leader

Academic Year Appointments

The availability of GE appointments for the upcoming academic year is typically determined as follows: The number of GE appointments available is subject to Program needs and budgetary constraints on the Program and the University.

The Program makes an effort to distribute GE appointments to as many first-year students as possible. Typically, all incoming MFA students receive a GE appointment to teach either Introduction to Creative Writing (fiction or poetry) or a section of the Kidd Creative Writing Workshops (the “Kidd”).

(In the second year, MFA candidates typically receive a GE appointment teaching English Composition. To qualify, Program students must successfully complete a training program offered by the Department of English during their first year.)

Summer Term Appointments

The availability of GE appointments for the upcoming summer term is typically determined as follows: A limited number, if any, summer-session teaching appointments may be available. When relevant, applications are due January 15 from eligible students (full-time students making satisfactory academic progress).

Except in cases where special experience or skills are needed, summer teaching appointments will be based on appropriate qualifications, especially demonstrated quality of teaching and ability to teach successfully without supervision.

The Program Director, in consultation with faculty, will make Summer appointments (if any).

Eligibility, Application, and Selection

Appointments and Reappointments

In accordance with the CBA:

- GEs will be appointed year-to-year rather than term-to-term, whenever feasible. GEs are not employed term-by-term to determine if they are adequately qualified for a GE position.
- Reappointments are not automatic and not guaranteed.
- In the case of the continuation of a particular position, the same student may continue in the GE position without any new announcement of the position.

What Counts Toward Guaranteed Funding Offers

The following information clarifies what counts toward guaranteed funding offers provided to graduate students upon admission.

Unless specified otherwise, the years of funding offered upon admission shall consist of all forms of university support including but not limited to GE appointments in any unit and all fellowships. Students may request to be considered for GE funding beyond the guaranteed years offered at time of admission. Reappointments are not automatic, nor are they guaranteed. In cases of reappointment, the maximum number of total CRWR appointments shall be six (6) terms for MFA students.

Standing Committee

Per the GTFF CBA, each hiring unit that appoints GEs shall have a standing committee, made up of at least three members, to evaluate GE applications. The Program Director, in consultation with Fiction and Poetry faculty, determines GE appointment.

Open GE Postings and Application Process

Students may search the Division of Graduate Studies [GE postings website](#) for open GE jobs across the university. All open GE positions are posted to this website for a minimum of 10 days.

Information about the availability of GE assignments in this unit will be shared with graduate students in the following ways:

See above Academic Year Appointments. Applications from qualified MFA students for a non-teaching GE appointment are solicited by the Program. When a position or positions are anticipated for the following year, application deadline(s) will be announced.

General Eligibility Requirements

To hold a GE appointment at the UO, a student must be an admitted, full-time (9 credits per term) master's or doctoral student in good academic standing. University requirements for good academic standing are detailed on the [Division of Graduate Studies website](#) and academic program requirements for good academic standing are detailed in the program's graduate student handbook or program website. Satisfactory Progress: Program students with a GE appointment in CRWR must maintain satisfactory academic progress to retain their GE appointments.

Orientation and CRWR 608 Pedagogy: All GEs must attend pedagogy-training sessions the week before fall term begins. CRWR 608 Pedagogy All Intro to Fiction, Intro to Poetry, and Kidd instructors must enroll for and attend CRWR 608 Pedagogy each term.

Course Syllabi: Syllabi for introductory courses and Kidd sections must be approved during Week of Welcome (orientation week) by the designated faculty in Fiction and Poetry and by the Kidd Director.

GE Enrollment: The University Graduate School requires that a GE be enrolled for a minimum of nine (9) graduate credit hours toward the degree per term of appointment.

Residency: CRWR requires that a GE maintain their studies in residency at the UO during each term of appointment.

Selection Criteria

Appointments and reappointments will be based on evaluation of each candidate's qualifications with respect to general and specific assignment eligibility criteria.

General Criteria

- Academic Credentials. For incoming students, this is evidenced by previous degrees and grades, test scores, etc. For students currently enrolled in the school, candidates may be ranked based on academic achievement. Making satisfactory progress toward the degree is an eligibility criterion, not a criterion on which rank in the applicant pool is determined.
- Recommendations from academic or work supervisors. Consideration will also be given for a positive working arrangement between a GE and the faculty person with whom the GE will work. While appointment or reappointment criteria may include the recommendation of the person who will act as the GE's supervisor, the committee must consider the other appointment or reappointment criteria.
- Previous experience. For teaching GE positions, having previously taught or taken the course where the GE position is offered. For non-teaching GE positions, previous employment or other experience relevant to the GE position available.
- Enrollment in the MFA program
- Successful academic progress
- Financial need will not be considered unless used to distinguish among equally qualified candidates.
- GE appointments and reappointments shall comply with Federal and University Affirmative Action regulations.
- Reappointments are not automatic, nor are they guaranteed. In cases of reappointment, the maximum number of total CRWR appointments shall be six (6) terms for MFA students.
- CRWR GEs will be evaluated by the GE's pedagogy mentor at the end of every term and at the end of the academic year using the appointment criteria set forth above.

While students enrolled in other UO graduate programs or departments who have appropriate experience and/or credentials are also eligible for GE positions in this employing unit, preference is given to the program's own students.

- Preference for appointments will be as follows:
- Current MFA students in Creative Writing who have not yet used all the terms of GE funding offered to them at time of admission;
- Newly admitted Creative Writing MFA students and Master's students with guaranteed funding;
- Students in the MFA program who (for any reason) have no remaining terms of GE funding;
- Qualified doctoral students in the College of Arts and Sciences with degrees or substantial experience in Creative Writing;

- Qualified master's students in the College of Arts and Sciences with degrees or substantial experience in Creative Writing;
- Qualified doctoral students with relevant experience outside of the College of Arts and Sciences;
- Qualified master's students with relevant experience outside of the College of Arts and Sciences.

Specific Assignment Type-Related Criteria

Instructor of Record

- Experience assisting with the course
- Interest and background or experience in course topic

Teaching Position, Kidd Sections

- Experience assisting with the course
- Interest and background or experience in course topic

Teaching Position, Summer Sessions

- Experience assisting with the course
- Interest and background or experience in course topic

Satisfactory Progress Requirements

All graduate students are subject to University and academic program standards for satisfactory academic progress. You can find those policies here:

[Division of Graduate Studies Satisfactory Progress Policy](#)

The criteria used to assess satisfactory progress toward a graduate degree in Creative Writing, along with the process by which satisfactory progress is assessed, can be found online in CRWR's MFA Student Handbook (distributed during Week of Welcome and posted on CRWR's intranet).

Unsatisfactory Progress toward the Degree: Any student failing to make satisfactory progress toward the MFA degree will receive timely warning and be given particular guidelines by the Program Director, in consultation with relevant faculty, for regaining satisfactory status within a stipulated period.

If a student, having received timely warning and guidelines, fails to regain satisfactory status within the stipulated period, the Program Director, in consultation with relevant faculty, may request that the Graduate School remove the student from CRWR.

Evaluation of GE Performance

CRWR GEs will be evaluated by the GE's pedagogy mentor at the end of every term and at the end of the academic year using the appointment criteria set forth above.

The criteria used for evaluation include evaluative statements made by faculty members with whom the GE has worked. These give an appraisal of the GE's performance in carrying out their responsibilities and

are based on faculty members' observations. Course evaluation forms which ask that the GE's performance be evaluated by students may also be considered. The criteria considered in the evaluations include:

- maintenance of high academic standards,
- effective communications with students and between GE and supervising instructor, and
- the timely and effective discharge of all duties, such as reviews, discussion sections, office hours, grading of exams and papers, and assistance with presentations, images, etc.

GEs will be given, at least, notice at least two business days prior to an evaluative observation.

Mandatory GE Training Requirements

Article 31 of the CBA requires that all GEs complete (a) a workplace harassment and discrimination training and (b) four hours of required employment training during the first academic term in which a GE begins their first GE appointment.

Training address employment topics such as inclusive work environments, discrimination and sexual harassment policies, and other employee-related policies.

More information about these GE trainings is on the [Division of Graduate Studies website](#).

Workload and Work Assignment

Full-Time Equivalent (FTE)

- In this unit, GEs are most commonly appointed at the following full time equivalent levels (FTE) and corresponding total workloads:
- .40 FTE (Up to 175 hours per term or up to 525 hours per academic year)
- .49 FTE (Up to 215 hours per term or up to 645 hours per academic year)

For setting the GE workload, the unit shall consider what constitutes a workload sufficient to perform the work assignment satisfactorily. Workload includes performance of all duties of the work assignment. For example, the workload for a teaching assignment would include preparation time, office hours, and supervision.

The distribution of workload among various duties reflects average breakdowns within the normative standard of the total workload. The time spent on duties may vary weekly, but the workload per term should be within the designated number of total workload hours.

GEs are encouraged to track how they spend their work hours and to contact their supervisors early in the term if the distribution of time they are spending on duties varies widely from established expectations. GEs and supervisors may create a workload allocation form to help establish expectations or use the [workload allocation form](#) provided by the Division of Graduate Studies.

Duties by Work Assignment – Fall, Winter, and Spring

Instructor of Record

- Teaching positions, 200-level CRWR classes, .49 FTE
- In-class contact 40 hours per term
- Office hours30
- Visiting writers' readings 6
- Other duties as appropriate or assigned including, but not limited to: ...139
 - Grading / comments
 - Pedagogical instruction
 - Housekeeping
 - Substituting (up to 4 hours)
- Total 215 hours per term
- Sick leave substitution (5 hours per term)

Teaching Positions, Kidd Sections, .49 FTE

- In-class contact 40 hours per term
- Office hours30
- Visiting writers' readings 6
- Other duties as appropriate or assigned including, but not limited to: ...139
 - Grading / comments
 - Pedagogical instruction
 - Housekeeping
 - Screening undergraduate Kidd Prize
 - Class visits to recruit for the Kidd
 - Substituting (up to 4 hours)
- Total 215 hours per term

Duties by Work Assignment – Summer Term

Teaching Position, Summer Sessions, .40 FTE Leader

- In-class contact 40 hours per term
- Office hours30
- Other duties as appropriate or assigned including, but not limited to: ..105
 - Grading / comments
 - Pedagogical instruction
 - Housekeeping
- Total 175 hours per term

Providing GE Instructors of Record with GE Assistance

When known, this unit will inform, in writing, GEs who work as instructors of record how assistance from other GEs shall be apportioned. This information shall be shared with GEs at least two weeks before a term starts and is subject to change.

Health, Safety, and Work Environment

Safety Information

The University of Oregon Safety Policy may be found [here](#). The Office of Environmental Health and Safety (EHS) is responsible for the University's safety programs. For questions or information regarding any of these programs, contact EHS at 541-346-3192 or visit their [website](#).

Accident Reporting and Workers' Compensation

All work-related injuries or illnesses require reporting, regardless of severity, as soon as reasonably possible; within 24 hours. Injury reporting assists in identifying potential hazards, abatement of hazards, and delivery of safety training. To report a work injury or illness, please complete the "Workplace Injury Report" below and email to workinjury@uoregon.edu. More information is available via [Safety and Risk Services](#).

Reporting Safety Hazards

GEs who identify safety hazards and issues are encouraged to discuss them immediately with their supervisor. The following unit representative may also be contacted: Fela McWhorter, felaw@uoregon.edu, (541) 346-5902.

Other resources on campus to report such information Safety and Risk Services, a Safety Advisory Committee representative (<https://safety.uoregon.edu/content/safety-advisory-committee>) or a GTFF union representative. Off-campus resources include the local OSHA office and the Bureau of Labor and Industries (BOLI).

Workspace Policies and Procedures

GE office space will be assigned in Alder Building. Per Article 10 of the CBA, GEs will have:

- Workspaces with:
 - Working locks on doors and windows.
 - Properly and securely installed partitions and shelving.
 - Safe and appropriate furnishings.
 - The same custodial services on the same schedule as other similar spaces in the unit or building/facility.
 - A desk space in a room that can be locked and with no more than 2 GEs assigned to share that desk.
 - Access to all-gender bathrooms comparable to other employee groups. Information about the location of all-gender bathrooms on campus is available on the [Dean of Students website](#).
 - Indoor workspace(s) kept at a reasonable temperature and air quality/pollution level in compliance with OR-OSHA.
 - Kitchen space like what faculty and staff have access to can be found in the Alder Breakroom on the first floor.
 - Access to private meeting space for GEs who are instructors of record and instructors on the third floor of Alder Building.

- Easy and reasonable access, at least during standard working hours, to:
 - Computers equipped with software typically provided other departmental staff and as it relates to GE assignments.
 - Wireless internet (or an ethernet connection if wireless is not available) to carry out work assignments.
 - A telephone number and voicemail or other messaging service (for all GEs with duties requiring phone use).
 - Office supplies necessary to accomplish the tasks associated with their assignments as directed by their supervisors. Supplies may be accessed in Alder 106 or by contacting ASU5.

Workplace Accommodations

GEs shall give notice of their need for workplace accommodation by submitting a request form at <https://hr.uoregon.edu/interactive-disability-accommodation-process>. Upon receiving this notice, the University shall acknowledge receipt within ten (10) days and initiate the interactive process within fourteen (14) days. Each request for accommodation must be assessed on a case-by-case basis and may include modifications such as ergonomic furniture, assistive software, reserved parking, air quality standards, masking, and work location. Requesting accommodation is a protected activity. GEs who participate in the interactive process shall not be subject to retaliation, including when initial requests for accommodations are made.

Accommodation requests that are denied may be grieved under Article 13.

See Article 13, Section 9 of the [UO-GTFF CBA](#) for more information about workplace disability accommodations for GEs.

Discrimination Grievance Procedures

To file an employment-related discrimination grievance, GEs are encouraged to contact the [Graduate Teaching Fellows Federation](#). For discrimination grievances that pertain to a GE's role as a student, graduate students should refer to the Office of Investigations and Civil Rights Compliance reporting procedures at <https://investigations.uoregon.edu/how-report>.

Absence Procedures

Absence Notification

If a GE is unable to attend work at the scheduled time, the GE must notify Jason Brown (Program Director) as soon as possible, including, if possible, in advance of the scheduled work assignment or class that the GE is unable to attend. The GE should not cancel a class without permission from Jason Brown. To the extent possible, the GE should provide the unit with information about where they left off with their GE responsibilities (e.g., in the previous class in the case of a teaching GE).

In the case that a GE is unable to directly notify the hiring unit, the GE may designate someone to notify the unit and provide the necessary information to Tom Mertes, tmertes@uoregon.edu, (541) 346-1060.

If the GE is going to miss more than one work week, the GE, or GE's appointed designee, must contact the Division of Graduate Studies at graduatestudies@uoregon.edu. The Division of Graduate Studies will coordinate with the GE and the unit on any adjustments necessary due to the GE's absence.

Coverage For Teaching GEs Using Sick Leave

More than 24 hours notice:

Any GE who is assigned to cover the responsibilities of an absent GE with more than 24 hours notice shall have their FTE adjusted in proportion to the amount of time used for the substitution or have their duties adjusted to account for the substitution. Except in addressing coverage needs resulting from absences pursuant to the Family and Medical Leave provisions of the CBA, no adjustments will be made that would cause a GE's appointment to exceed .49 FTE per term.

Less than 24 hours notice:

Any GE who substitutes for 1) another GE who is on sick leave and 2) with notice of less than 24 hours will account for the hours within their regular work assignment. Sick leave substitution hours are built into a GE's FTE (see Workload & Work Assignment section of this GDRS). The GE should track their substituting hours and notify Emily Cornell, ecornell@uoregon.edu, (Graduate Program Coordinator) if they believe they will exceed the hours allocated in the Workload & Work Assignment section of this GDRS.

Make-Up Work

Generally, for duties missed not related to a class meeting, the GE should check in with the GE supervisor to determine when and how the missed work will be made up.

Planned Absences

If a GE is planning an approved absence during any working days of the term, the GE must notify Jason Brown (Program Director) how to reach them (if possible).

More Information

More information about GE absences and Family/Medical Leave can be found in Article 29 of the UO-GTFF Collective Bargaining Agreement and at <https://hr.uoregon.edu/oregon-paid-family-and-medical-leave>.

Resources for GEs and Supervisors

[UO-GTFF Collective Bargaining Agreement](#)

[Division of Graduate Studies GE Policies and Procedures](#)

[GE Onboarding Checklist](#)

[GE Workload Allocation Form Example](#)

[Division of Graduate Studies Contact Information](#)